



# MONTGOMERY GURU NANAK PUBLIC SCHOOL

Adarsh Nagar Jalandhar

## SEALED TENDERS/QUOTATIONS

SEALED QUOTATIONS/TENDERS ARE INVITED FOR A4 RIM / A3 RIM FINAL EXAMS OF PRIMARY, AS PER ENCLOSED.

PRINCIPAL

REQUISITION / DEMAND FORM										
Name of the Requisitioner	Ritu Walia	Designation	PRT							
Employee code	127	Department	Examination (Primary)							
Name & Type of work/ project/purchase										
 <b>M.G.N. Public School</b> <b>541</b> Adarsh Nagar, Jalandhar			Serial No./Ref. No. 4211 Date: 29/01/2026							
REQUISITION / DEMAND FORM										
Name of the Requisitioner	Ritu Walia	Designation								
Employee code	127	Department	Examination (Primary)							
Name & Type of work/ project/purchase										
Tender required ( Yes / No) <input type="checkbox"/>		If yes-Tender Date	(Online <input type="checkbox"/> or Newspaper <input type="checkbox"/> )							
Estimated date of beginning of work		Estimated date of completion of work								
S.No.	Description	Quantity	Amount	Purpose/Remarks	Item Issued or Not Issued					
1.	A4 RIM	5 boxes								
2.	A3 RIM	1 (Box)								
		A3 paper								
<small>*Please use supplementary list of items if items are more</small> <small>Ritu Walia</small> <small>Signature</small> <small>Signature of the Concerned Incharge/Sr. Supv.</small> <small>Signature of the Principal</small>										
*****For Store Keeper only*****										
Items not issued : (Same Serial Order to be mentioned as stated above against each item)										
S.No.	Description			Qty.						
	<i>N. A</i>			<i>29/1/26</i>						
<small>Signature of Store Keeper</small> <small>29/1/26</small>										
*****For Purchase Committee Use Only*****										
Estimated Cost		Budgeted Amount	Expenditure Head							
Expenditure till Date		Office Supdt.								
<small>Valid and responsive quotations were received.</small> <small>Bids/quotes were technically found acceptable &amp; were considered for Financial/ Commercial comparison.</small>										
Certified that Committee has scrutinized all valid quotations/bids.										
<table border="1"> <tr> <td>Comments/Recommendation</td> </tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>						Comments/Recommendation				
Comments/Recommendation										
The total financial implications will <b>₹</b> _____ In words _____										
(Headmistress Cum Acad. Co-ordinator/ HOD/Co-ordinator)		( Financial Nodal Officer)		(Sr. Supervisor)						
				(Store Keeper)						
<small>(Convenor/Principal)</small>										